

## SCHEDULE OF EVENTS

SUGGESTED DATES	ACTIVITY*
January 1	Prepare the Invitation for Bid (IFB)/Request for Proposal (RFP) according to requirements as indicated in the National School Lunch Program Regulations 7 CFR § 210, 210.16 and 3016, 3017 and 3018. For more information go to: <a href="http://www.ade.az.gov/health-safety/cnp/nslp/Operating/ContractingforMealService.asp">http://www.ade.az.gov/health-safety/cnp/nslp/Operating/ContractingforMealService.asp</a>
February 1	Submit the proposed IFB/RFP to the Child Nutrition Program (CNP) Office for review and approval.
February 15	<p>Advertise for bids/proposals upon receipt of approval from the CNP Office. The Local Education Agency (LEA) may choose to conduct a pre-bid/proposal conference.</p> <p>a) Four or less prospective bidders; notice of IFB/RFP must be published twice in the official county paper:  There must be 6-10 days between the first and second notice, and  The first notice must be no less than two weeks prior to the bid opening.</p> <p>b) For more than four prospective bidders; issue IFB/RFP to all prospective bidders at least 14 days prior to bid opening.</p> <p><b><i>It is suggested that you allow at least 4 to 6 weeks for the best results.</i></b></p>
March 15	<p>Review bids/proposals received by LEA .</p> <p>a) IFB; evaluate bids to determine the lowest responsible and responsive bidder.</p> <p>b) RFP; evaluate proposals according to established criteria.</p>
April 1	<p>Board awards the bid/proposals for Food Service.</p> <p>a) IFB; LEA must award the contract to the lowest responsible and responsive bidder whose bid conforms in all material respects to the requirements.</p> <p>b) RFP; LEA must award the contract to the most advantageous to the LEA—award based <u>only</u> on factors set forth in the RFP.</p>
April 15	LEA prepares the contract for Food Service.
May 1	Submit the contract <u>without</u> signatures to the CNP Office for review and approval.
May 15	Both parties and their attorneys review the contract upon receipt of approval from the CNP Office.
June 1	Both parties sign the contract and receive approval by the board.
June 15	A copy of the final, <b><u>signed</u></b> contract is sent to the CNP Office within two weeks of approval.

**All events listed must be completed before contracted food service activities begin. Note: A completed on-line application must also be approved to receive reimbursement for claims.**

**\*For more information about contract amendments go to: <http://www.ade.az.gov/health-safety/cnp/nslp/Operating/FSMCsteps.asp>**